



Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor
Richard A. Davey, Secretary & CEO

massDOT
Massachusetts Department of Transportation

June 21, 2013

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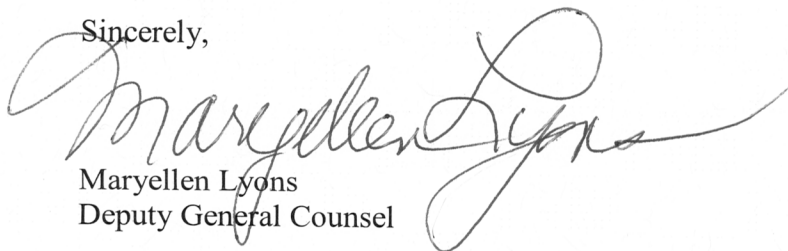
RE: Public Records Request for all documents or memos regarding guidelines for appropriate office apparel, Case#13-0263

Dear Sir or Madam:

Enclosed please find a copy of the document that establishes guidelines for appropriate office apparel at the RMV.

Thank you for your attention to this matter.

Sincerely,



Maryellen Lyons
Deputy General Counsel

Enclosure: Public Records Response

**MEMORANDUM OF AGREEMENT
BETWEEN THE
COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
AND THE
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES
Local R1-292, UNIT A**

**Regarding Acceptable Workplace Attire Standards for Unit A Employees of the
Registry of Motor Vehicles Division of the Massachusetts Department of
Transportation**

This Memorandum of Agreement is entered into between the Massachusetts Department of Transportation ("MassDOT") and the National Association of Government Employees, Local R1-292, Unit A ("NAGE").

1. The "Acceptable Work Attire Standards" attached as Attachment A (the "Standards") shall be in effect for all bargaining unit A personnel employed in the Registry of Motor Vehicles Division effective the date this MOU is executed by all parties.
2. For a first violation of the Standards an employee will be verbally counseled, or if the supervisor determines that it is necessary, the employee may be sent home without pay, but shall be given the opportunity to return to work in suitable attire. An employee who elects to return to work will be allowed up to two hours of paid time off to change their attire.
3. This is the entire agreement between the parties and supersedes all prior agreements or understandings whether oral or written. This agreement cannot be altered or amended in any way except by a writing signed by both parties.
4. The persons who sign below represent that they are fully authorized to enter this agreement on and that all necessary votes or approvals have been obtained prior to signing this agreement.

National Association of Government
Employees

By: John H. Mann
John Mann
President

Massachusetts Department of Transportation

By: Michael J. Lee
Michael J. Lee
Acting Chief Administrative Officer

Date: 11/23/11

Date: 11/23/11

ATTACHMENT A

REGISTRY OF MOTOR VEHICLES DIVISION STANDARDS FOR APPROPRIATE WORK ATTIRE UNIT A

I. OVERVIEW

The purpose of MassDOT's dress code is to define acceptable attire standards appropriate for our work environment. MassDOT is a public organization providing customer service so it is important that we present a positive and professional image to the public. It is also important to ensure employees are dressed appropriately for health and safety considerations. This policy is not meant to restrict attire worn because of an employee's sincerely held religious beliefs.

II. GUIDELINES AND EXPECTATIONS

Those employees who are not required to wear uniforms are expected to dress appropriately for their daily responsibilities and work location. Employees should maintain a reasonable, professional personal appearance appropriate for their work location. Examples of inappropriate clothing include but are not limited to the following: Torn jeans, athletic wear, pajamas and excessively revealing or excessively distracting attire, as well as any item of clothing that includes, racist, vulgar or profane language or that creates a sexually offensive or racially hostile or discriminatory work environment.

Bandanas or other types of head coverings, including hats, are prohibited unless worn pursuant to safety or uniform requirements; head coverings may only be worn for religious purposes.

Managers must ensure that this policy, as well as any department-specific requirements or standards, are communicated to their employees and uniformly applied in order to assure that the employees understand the expectations and receive the same message. Managers must also provide direction, when asked or otherwise necessary, regarding any interpretation of the policy. In addition, managers must take necessary action if an employee is inappropriately dressed for the workplace. If a supervisor determines, after consulting with Human Resources, that an employee is inappropriately dressed, the employee may be sent home to change.

*John
M.H.*